

Para 68
changed
Jan 1954
to
Jan 1974
twice

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CORRESPONDENCE - GENERAL

Section D. MEMORANDUMS ON ~~STANDARD FORM NO. 64~~ *OPTIONAL FORM 10*
 (Office Memorandum) Exhibit 5

70. Margins. The width of margins on ~~Standard Form No. 64~~ is governed by the headings "To," "From," and "Subject" preprinted on the stationery. The left margin is therefore placed two spaces after the colon following the word "TO." The right margin should be approximately the same width.
71. Date. If it is appropriate to date the memorandum at the time of typing, place the date after the printed caption in the upper right corner. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 16 June 1954.
72. "TO" Line. On the "TO" line, starting two spaces after the colon, type the title of the addressee. If two lines are required, indent the second line two spaces.
73. "ATTN" Line. If used, an attention line is denoted by the abbreviation "ATTN" typed in all caps even with and centered between the "TO" and "FROM" lines. The colon after "ATTN" is placed in line with the other colons of the heading. On the "ATTN" line, starting two spaces after the colon, type the title of the addressee.
74. "THRU" Line. If it is desired to forward the memorandum through another office or official, denote this by placing "THRU" followed by the title of the addressee, in lieu of "ATTN" as shown in Exhibit 5.
75. "FROM" Line. On the "FROM" line, starting two spaces after the colon, type the title of the official who will sign the memorandum.
76. "REF" Line. Although Exhibit 5 does not illustrate the use of a reference line, material related to the memorandum can be cited in a line preceded by the abbreviated heading "REF" placed two spaces below, and in line with, the word "SUBJECT." For example:

SUBJECT: Correspondence Training Material

REF : CIA Correspondence Handbook, Chapter II

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77. Text. The text of a memorandum on Standard Form No. 64 begins four spaces below the last line of the "SUBJECT" or "REF" line, as the case may be.
78. Paragraphing. See Paragraph 16.
79. Page Numbering and Identification. Exhibit 5 illustrates a single page memorandum. If it ~~had been~~ necessary to continue the text on additional pages, each would have been identified as described in Paragraph 18.
80. Continuations. See Paragraph 19.
81. Signature. Five spaces below the last line of text, and one or two spaces to the right of the center of the page, type the name only of the official who is to sign the memorandum. The name is typed in all caps. No title appears after the name when the "FROM" line contains this identification.
82. Enclosures. See Paragraph 21.
83. Distribution of Original and Copies. Distribution information may be shown on the original as well as all copies of memorandums prepared on Standard Form No. 64. Type the word "Distribution" flush with the left margin, two lines below the signer's name or the enclosure listing. Immediately below "Distribution" list the original and copies in the following manner:

Distribution:

- Orig. - Addressee
- 1 - D/LP (with encl.)
- 1 - C/MS
- 1 - MS/RMD/R&CMB

If it is not desirable to show distribution information on the original, follow the procedure given in Paragraph 67.

84. Originating Office Identification. "MS/RMD/R&CMB:HIJones:uvw/3456 (15 March 54)" as shown in Exhibit 5 denotes the originating office (MS/RMD/R&CMB), the originating official (HIJones), the typist (uvw), the originator's telephone extension if appropriate (3456), and the date the memorandum was dictated (15 March 54). Refer also to Paragraph 23.

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Originating office identification may be shown on the original as well as all copies.

85. Defense Classification and Control Markings. See Paragraph 24.

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OPTIONAL FORM 10

New letterhead

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
 ATTN : Chief, Management Training Division
 FROM : Chief, Management Staff

DATE: 16 March 1954

OMIT THE DATE WHENEVER
 THE SIGNING OF A MEMO-
 RANDUM MAY BE DELAYED.

SUBJECT: Correspondence Training Material

4 SPACES

1. Recent discussions with members of your Clerical Training Staff indicated that stenographers and typists find it difficult to determine when to use letterhead, plain bond, or Standard Form No. 64 (Office Memorandum) stationery in the preparation of memorandums.

2. In an effort to solve this problem the Management Staff has developed a guide in chart form. Titles of addressees who receive CIA correspondence form the primary index of this guide. From this index, personnel originating correspondence can readily determine which format to use (memorandum or letter), the types of stationery, and the number and types of copies required.

3. A copy of this guide is enclosed for your review. This Staff will be glad to provide additional copies if its use is considered appropriate for training purposes. It is anticipated that the guide will be included as an exhibit in the CIA Correspondence Handbook presently under revision. Your opinion of this proposal would be appreciated.

5 SPACES

JOHN J. JOHNSON

2 SPACES

Enclosure:
 Exhibit 1 of Proposed CIA
 Correspondence Handbook

* Distribution:

Orig. - Addressee
 1 - D/LO
 1 - C/MS
 1 - MS/RMD/R&CMB

* MS/RMD/R&CMB:HIJones:uvw/3456 (15 March 54)

* MAY BE TYPED ON THE ORIGINAL AND COURTESY COPY (IF ANY).

EXHIBIT 5

MEMORANDUM ON STANDARD FORM NO. 64

OPTIONAL FORM 10

Approved For Release 2002/08/26 : CIA-RDP74-00005R000200060007-0

CIA RECORDS MANAGEMENT BOARD

Approved For Release 2002/08/26 : CIA-RDP74-00005R000200060007-0

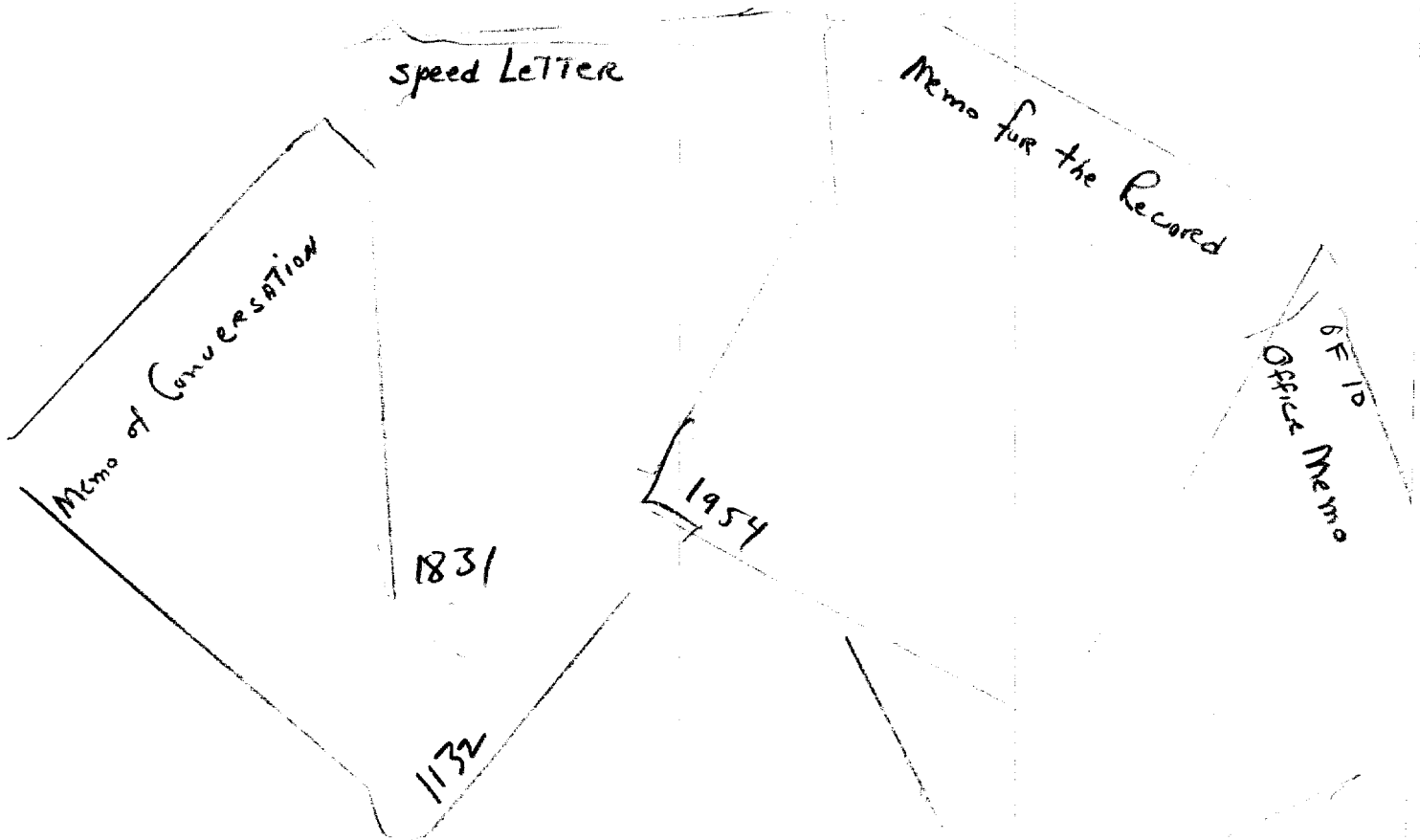


EXHIBIT 5

INFORMAL MEMORANDUM FORM

CIVIL RIGHTS

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CORRESPONDENCE - GENERAL

Chapter III

LETTERS

Section A. GENERAL

86. The letter form of correspondence is used by CIA officials to communicate with Government agencies or their officials, and private individuals and organizations, whenever use of the memorandum form is inappropriate. When to use the letter form is outlined in Part I of Exhibit 1. In addition, Part II of this exhibit lists the types of stationery to use and requirements for copies. Further discussion of these elements in this chapter is considered unnecessary. Also, to avoid repeating style standards previously discussed in this handbook, frequent reference will be made to paragraphs in Section D of Chapter I.
87. Exhibit 6, illustrates the format of a letter addressed to a private individual. However, the format of this sample is equally appropriate to letters addressed to Government officials or agencies.

Section B. FORMAT AND STYLE

88. Margins. The finished letter should have a well-balanced appearance. Consider carefully the length of the message, then adjust the margins according to the guide shown in Paragraph 12.
89. "IN REPLY REFER TO." The use of this line is optional. See Paragraph 13.
90. Date. If it is appropriate to date the letter at the time of typing, place the date immediately below the "Refer to" line as shown in Exhibit 6. If a "Refer to" line is not used, type the date five spaces below the last line of the letterhead, flush with the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 12 June 1954.

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91. Special Mailing Requirements. Type in all caps any instructions for special handling, such as: SPECIAL DELIVERY, AIR MAIL, and REGISTERED MAIL. Place these instructions two spaces above the address, flush with left margin.

92. Address. Type the address in block form five spaces down from the date if one has been inserted. If the date is not typed, begin the address ten spaces below the last line of the letterhead. Use single spacing. Whenever possible, confine the address to not more than four lines. A two-line address may be doubled spaced, or increased to three lines single spaced by placing the town and State on separate lines.

Write a firm name as it appears on the letterhead used by the correspondent. The administrative title of the person addressed is normally placed on the second line and not on the same line with the name. When it is necessary to continue a name or title to a second line, indent the carry-over two spaces. Example:

Mr. N. B. Smith
Chief, Regional Budget and
Accounting Office
Blank Typewriter Company
Chicago 8, Illinois 60607

Streets designated by number should be spelled out if under two digits, as well as the words "Street," "Avenue," etc. Type the name of the city and State on the same line, with a comma between them. Include postal ~~zone numbers, if available.~~
Zip Codes

93. "Attention" Line. An attention line may be required for the proper delivery of a letter to a person other than the addressee. Type the word "Attention," followed by a colon and the name or title of the person, two spaces below the last line of the address and flush with the left margin.

94. Salutation. Type the salutation two spaces below the address (or attention line, if used) flush with the left margin, followed by a colon. Section C of this chapter lists salutations most commonly used in CIA correspondence.

The name used in the salutation is the person or firm addressed, and not the person referred to in the attention line.

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95. Body. Begin the body of the letter two spaces below the salutation line. Short letters of only one paragraph or one sentence may be doubled spaced. Type longer letters single space and double space between paragraphs.

Primary paragraphs are indented five spaces but are not numbered. Subparagraphs should be avoided; however, when their use is appropriate, they are indented and identified by letters and numerals as described in Paragraph 16.

96. Page Numbering and Identification. See Paragraph 18.
97. Continuations. See Paragraph 19.
98. Complimentary Close. Type the complimentary close two spaces below the last line of the body of the letter, beginning one or two spaces to the right of the center of the page. Section C of this chapter lists complimentary closes most commonly used in CIA correspondence.
99. Signature and Title. Type the name of the signing official five spaces below, and centered with respect to, the complimentary close. Center the official's title immediately below his name. Place the title on two lines if necessary to achieve the best appearance. The official's name and title are typed in initial caps only.
100. Enclosure. Note in Exhibit 6 that the single enclosure is not identified by a number. Refer to Paragraph 21 for further information.
101. Distribution of Original and Copies. When it is desirable to indicate to an addressee outside the Agency that other outside parties or agencies are to receive copies, the recipients of copies are listed under "cc" on the original and every copy prepared. The distribution of the original and all other copies, however, is shown separately under the word "Distribution" only on copies retained in the Agency. Thus the distribution of copies outside the Agency is positively shown on copies retained. Also, this format aids mail handling by showing unquestionably whether or not a courtesy copy is being furnished.

To indicate external distribution of information copies, type "cc:" in lower case flush with the left margin, two lines below the title

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of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures:

cc: Comptroller General (with Encl. 1)
Postmaster General

To show the distribution of the original and all other copies, type the word "Distribution" flush with the left margin, two spaces below the last external information addressee. Immediately below "Distribution" list the original and copies in the following manner:

Distribution:

Orig. and 1 - Addressee
1 - DD/S
1 - Exec. Reg. (with basic)
1 - Chrono.

Again--this information is typed only on copies to be retained in the Agency. Paragraph 22 cites other rules governing when to show copy distribution information on originals and copies.

102. Originating Office Identification. "CTB/TR:ABConrad:tuv/2468 (21 April 54)" as shown in Exhibit 6 denotes the originating office (CTB/TR), the originating official (ABConrad), the typist (tuv), the originator's telephone extension if appropriate (2468), and the date the letter was dictated (21 April 54). Refer also to Paragraph 23.
103. Defense Classification and Control Markings. See Paragraph 24.

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CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C. 20505

3 SPACES
 10 SPACES

AIR MAIL

Dean Warren J. Peters
 School of Government
 Thomas Jefferson University
 Philadelphia 30, Pennsylvania 19107

Attention: Dr. Lucius Day

Dear Dean Peters:

Thank you for your letter of 16 April 1954 in which you described your school's plans for conducting a course in correspondence management. Your letter was particularly timely and interesting since this Agency recently instituted a correspondence management program. This program has two main objectives:

- a. Provide style standards and uniform practices for the efficient preparation and handling of Agency correspondence.
- b. Improve the skill of letter writers, stenographers, and typists.

Published guides, both our own and those developed by other organizations, are being used. The enclosed pamphlet is a guide we recently published. You may be interested in knowing that other publications used can be procured from the Government Printing Office at a nominal cost. These are:

"Getting Your Ideas Across Through Writing"
 "Easier Typing"
 "How Does Your Writing Read?"
 "How To Conserve Stenographic and Typing Skills"

We conduct a continuing training program for our stenographers and typists in addition to providing them with written guides. Entrance-on-duty as well as refresher course are offered.

APPROXIMATELY 1"

IN REPLY REFER TO:
 CTB/TR
 22 April 1954

THE USE OF A "REFER TO" DESIGNATION IS OPTIONAL.

OMIT THE DATE WHENEVER THE SIGNING OF A LETTER MAY BE DELAYED. ALWAYS OMIT THE DATE WHEN PREPARING CORRESPONDENCE FOR THE SIGNATURE OF THE DCI OR HIS DEPUTIES.

EXHIBIT 6 (PART 1)
LETTER FORMAT - FIRST PAGE

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6 SPACES
↑

Dean W. J. Peters, Thomas Jefferson Univ., Phila., Penna.

4 SPACES
↑

The Agency joins me in wishing you success with the proposed correspondence management curriculum. Please call upon us if we can be of further service.

2 SPACES
↑

Very truly yours,

5 SPACES
↑

Walter P. McConaughey
Director of Training

2 SPACES
↑

Enclosure: Pamphlet, "Correspondence Management"

1/ cc: Dean, American University School
of Government (with encls.)

2/ Distribution:
Orig. - Addressee
1 - C/MS
1 - DTR (with basic)
1 - CTB/TR

2/ CTB/TR:ABConrad:tuv/2468 (21 April 54)

1/ TYPED ON ALL COPIES RETAINED IN CIA. TYPED ON THE ORIGINAL, THE COURTESY COPY, AND EXTERNAL CIA INFORMATION COPIES IF DICTATOR SO DESIRES.

2/ TYPED ONLY ON ALL COPIES RETAINED IN CIA.

2
↑

ABOUT 1/2"

EXHIBIT 6 (PART II)
LETTER FORMAT - SECOND PAGE

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Section C

FORMS OF ADDRESS, SALUTATION, AND COMPLIMENTARY CLOSE

Rather than continually update and reprint ten pages of guidance on address and salutation formats for government letters, the reader is referred to the U. S. Government Correspondence Manual available in the Agency Supply Rooms (Federal Stock No. 7610-889-3558).

Chapter 5, "Models of Address" in that U. S. Government Correspondence Manual (1968) covers the address, salutation, and complimentary close for more than forty different government and civilian officials to whom Agency officers may have occasion to write. EXCEPTIONS: The Agency uses the title "The Honorable" where appropriate as opposed to the Government Manual which omits "The". The reader is reminded to check Chapter V of this Guide for the Director's preference for a complimentary close to his letters.

NOTE: Also in the U. S. Government Correspondence Manual (1968) the entire Part II (which covers capitalization, spelling, compound words, punctuation, and abbreviations) is compatible with the Agency practices and the GPO Style Manual. Both Manuals are recommended for Agency use and that material will not be reiterated in this Guide.)

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CORRESPONDENCE - GENERAL

Section C

FORMS OF ADDRESS, SALUTATION, AND COMPLIMENTARY CLOSE

ADDRESSEE	ADDRESS (Use proper ZIP code)	SALUTATION AND COMPLIMENTARY CLOSE <u>1/</u>
The President	The President The White House Washington 25 , D. C. <u>20500</u>	Dear Mr. President: Respectfully yours,
The Vice President	The Vice President United States Senate Washington 25 , D. C. <u>20500</u>	Dear Mr. Vice President: Respectfully yours,
Secretary to the President	Honorable (full name) Secretary to the President The White House Washington 25 , D. C. <u>20500</u>	Dear Mr. (surname): Sincerely yours,
American Ambassador (man)	Honorable (full name) American Ambassador (Complete address) <u>2/</u>	Dear Mr. Ambassador: Very truly yours,
American Ambassador (woman)	Honorable (full name) American Ambassador (Complete address) <u>2/</u>	Dear Madam Ambassador: Very truly yours,
American Minister (man)	Honorable (full name) American Minister (Complete address) <u>2/</u>	Dear Mr. Minister: Very truly yours,
American Minister (woman)	Honorable (full name) American Minister (Complete address) <u>2/</u>	Dear Madam Minister: Very truly yours,

1/ If the Director or Deputy Director of Central Intelligence is signing, the complimentary close is "Sincerely." EXCEPTION: Letters addressed to The President or Vice President carry "Respectfully yours."

2/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

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CORRESPONDENCE - GENERAL

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
American Consul, Consul General, or Vice Consul	(Full name), Esq. American Consul (Complete address)	Dear Mr. (surname): Very truly yours,
Diplomatic Representative (foreign)	His Excellency (Name) Ambassador (or Minister) of (country) (Complete address) 1/	Dear Mr. Ambassador: or Dear Mr. Minister: Very truly yours,
President of the Senate	Honorable (full name) President of the Senate Washington 25, D. C. ²⁰⁵⁷⁰	Dear Mr. (surname): Very truly yours,
Committee Chairman United States Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington 25, D. C. ²⁰⁵⁷⁰	Dear Senator (surname): Very truly yours,
Senator	Honorable (full name) United States Senate Washington 25, D. C. ²⁰⁵⁷⁰	Dear Senator (surname): Very truly yours,
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives Washington 25, D. C. ²⁰⁵⁷⁵	Dear Mr. Speaker: Very truly yours,
Committee Chairman House of Representative	Honorable (full name) Chairman, Committee on (name) House of Representatives Washington 25, D. C. ²⁰⁵⁷⁵	Dear Mr. (surname): Very truly yours,

1/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Representative	Honorable (full name) House of Representatives Washington 25, D. C. <u>20515</u>	Dear Mr. (surname): Very truly yours,
The Chief Justice	The Chief Justice The Supreme Court Washington 25, D. C. <u>20530</u>	Dear Mr. Chief Justice: Very truly yours,
Justice of the Supreme Court	Mr. Justice (full name) The Supreme Court Washington 25, D. C. <u>20530</u>	Dear Mr. Justice (surname): Very truly yours,
Judge	Honorable (full name) Judge of the (name of court) (Street address) (City, zone , State) <u>Zip</u>	Dear Judge (surname): Very truly yours,
Secretary of State	The Honorable The Secretary of State Washington 25, D. C. <u>20520</u> or The Honorable (full name) The Secretary of State Washington 25, D. C. <u>20520</u>	Dear Mr. Secretary: Very truly yours, Dear Mr. (surname): Very truly yours,
Postmaster General	The Honorable The Postmaster General Washington 25, D. C. <u>20260</u> or The Honorable (full name) The Postmaster General Washington 25, D. C. <u>20260</u>	Dear Mr. Postmaster General: Very truly yours, Dear Mr. (surname): Very truly yours,

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Attorney General	The Honorable The Attorney General Washington 25, D. C. or The Honorable (full name) The Attorney General Washington 25, D. C.	Dear Mr. Attorney General: Very truly yours, Dear Mr. (surname): Very truly yours,
Secretary of Defense	The Honorable The Secretary of Defense Washington 25, D. C. or The Honorable (full name) The Secretary of Defense Washington 25, D. C.	Dear Mr. Secretary: Very truly yours, Dear Mr. (surname): Very truly yours,
Secretary of the Army Secretary of the Navy Secretary of the Air Force	Honorable (full name) Secretary of the (service) Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Under Secretary of (any Department)	The Honorable (full name) The Under Secretary of _____ Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Assistant Secretary of (any Department)	The Honorable (full name) The Assistant Secretary of _____ Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Director of the Bureau of the Budget	Honorable (full name) Director, Bureau of the Budget Washington 25, D. C.	Dear Mr. (surname): Very truly yours,

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
The Comptroller General	Honorable (full name) The Comptroller General of the United States Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Civil Service Commission	Civil Service Commission Washington 25, D. C.	Commissioners: Very truly yours,
Head of an Independent Agency	Honorable (full name) Administrator (Name of agency) Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
The Public Printer	Honorable (full name) The Public Printer Government Printing Office Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
President of a Board	Honorable (full name) President (Name of board) Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Chairman of a Board	Honorable (full name) Chairman (Name of board) Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Chairman of a Commission	Honorable (full name) Chairman (Name of commission) Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Chief of Staff (Army or Air Force)	General (full name) Chief of Staff United States Army (or Air Force) Washington 25, D. C.	Dear General (surname): Very truly yours,

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Chief of Naval Operations	Admiral (full name) Chief of Naval Operations United States Navy Washington 25, D. C.	Dear Admiral (surname): Very truly yours,
Judge Advocate General, Navy	(Full rank and name) Judge Advocate General United States Navy Washington 25, D. C.	Dear Admiral (surname): Very truly yours,
Judge Advocate General, Army or Air Force	(Full rank and name) Judge Advocate General United States Army (or Air Force) Washington 25, D. C.	Dear General (surname): Very truly yours,
Commandant (USMC)	The Commandant United States Marine Corps Headquarters, USMC Washington 25, D. C.	Dear General (surname): Very truly yours,
Commissioned Officer - Admiral through Commander (Navy and Coast Guard); General through 2d Lt. (Army, Air Force, USMC)	(Full rank and name) <u>1/</u> (Position or organization title if known) (Name of station) (City, State)	Dear (rank and surname): <u>2/</u> Very truly yours,
Commissioned Officer - Lt. Commander through Ensign (Navy and Coast Guard)	(Full rank and name) <u>1/</u> (Position or organization title if known) (Name of station) (City, State)	Dear Mr. (surname): Very truly yours,

1/ Include service designation (i.e., USA, USAF, USN, USCG, USMC) if appropriate.

2/ Address a Lt. Colonel as "Colonel," a 1st or 2d Lieutenant as "Lieutenant."

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Warrant Officer (Army, Air Force, Navy, Coast Guard, USMC)	(Full rank and name) (Position or organization title if known) (Name of station) (City, State)	Dear Mr. (surname): Very truly yours,
Enlisted Man or Woman (Navy and Coast Guard)	(Full name) (rank) (Number and organization) (Name of station) (City, State)	Dear Mr., Miss, or Mrs. (surname): Very truly yours,
Enlisted Man or Woman (Army, Air Force, USMC)	(Full rank and name) (Number and organization) (Name of station) (City, State)	Dear (rank and surname): <u>1/</u> Very truly yours,
Governor of a State or Territory	Honorable (full name) Governor of (State or Territory) (City, State)	Dear Governor (surname): Very truly yours,
Mayor	Honorable (full name) Mayor of the City of (name) (City, State)	Dear Mayor (surname): Very truly yours,
Catholic Cardinal	His Eminence (first name) Cardinal (last name) Archbishop of (city) (Street address) (City, zone , State) <u>2/P</u>	Your Excellency: Very truly yours,

1/ A Basic, or 1st, 2d, or 3d Class Airman (USAF) is addressed as "Airman." A Staff, Technical, or Master Sergeant is addressed as "Sergeant." Address a Private, First Class as a "Private."

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Catholic Bishop	The Most Reverend (full name) Bishop of (city) (Street address) (City, zone , State)	Dear Bishop (surname): Very truly yours,
Episcopal Bishop	The Right Reverend (full name) Bishop of (diocese) (Street address) (City, zone , State)	Dear Bishop (surname): Very truly yours,
Methodist Bishop	The Very Reverend (full name) (Street address) (City, zone , State)	Dear Bishop (surname): Very truly yours,
Protestant Minister	Reverend (full name) (Name of church) (Street address) (City, zone , State)	Dear Mr. (surname): Very truly yours,
Catholic Priest	Reverend (full name) (Name of rectory) (Street address) (City, zone , State)	Dear Father (surname): Very truly yours,
Rabbi	Rabbi (full name) (Name of synagogue) (Street address) (City, zone , State)	Dear Rabbi (surname): Very truly yours,
Sister	Sister (full name) (Name of institution) (Street address) (City, zone , State)	Dear Sister (name): Very truly yours,
Doctor President of a University	Dr. (full name) President (Name of university) (Street address) (City, zone , State)	Dear Dr. (surname): Very truly yours,

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Dean of a School	Dean (full name) School of (name) The University of (name) (City, zone , State) <i>ZIP</i>	Dear Dean (surname): Very truly yours,
Professor	Professor (full name) (Name of school) (Street address) (City, zone , State) <i>ZIP</i>	Dear Professor (surname): Very truly yours,
Physician	Dr. (full name) (Street Address) (City, zone , State) <i>ZIP</i>	Dear Dr. (surname): Very truly yours,
Lawyer	Mr. (full name) (Street address) (City, zone , State) <i>ZIP</i>	Dear Mr. (surname): Very truly yours,
Private Individuals	Mr. (full name) Mrs. (full name) Miss (full name) Messrs. (full names) Mesdames (full names) Misses (full names) Mr. and Mrs. (husband's full name) (Street address) (City, zone , State) <i>ZIP</i>	Dear Mr. (surname): Dear Mrs. (surname): Dear Miss (surname): Dear Messrs. (surnames): Dear Mesdames (surnames): Dear Misses (surnames): Dear Mr. and Mrs. (sur- name): Very truly yours,

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Chapter IV

PREPARATION OF TOP SECRET CORRESPONDENCE

104. Policy. Top Secret information must be protected from the instant it is prepared. This rule applies to material in the draft stage as well as final copies. As soon as the defense classification Top Secret is assigned, all precautions and controls for safeguarding the material must be followed. Stenographic and clerical personnel have a singularly important responsibility in this respect since they initiate the make-up of Top Secret documents. Without exception, they should always be sure that all Top Secret documents received by their office or transferred from their custody are always logged by the Area Top Secret Control Officer, who is available to help and advise on any Top Secret matter.
105. Format. The format for Top Secret correspondence is generally the same as that prescribed in preceding chapters except as hereinafter described.
106. Top Secret Control Identification Markings. Each copy of every page of Top Secret correspondence shall be identified by the following:
- a. Top Secret Control Number - Obtain a Top Secret control number from your Area Top Secret Control Officer. Type "CIA Control No. ____" in the lower right corner, about an inch and a half from the bottom of the page.
 - b. Stage of Preparation - Enter the stage of preparation immediately below the control number (which will remain the same through all stages). These stages are:
 - (1) Draft - Indicate whether "1st Draft," "2d Draft," etc.
 - (2) Final - The first run of a document in final form is indicated as "Final-A." Successive runs without change are identified as "Final-B," "Final-C," etc.
 - (3) Revision - Changes in the content of a basic document are shown as "1st Revision," "2d Revision," etc.
 - c. Copy Number - Enter "Copy No. ____ of ____" immediately below the stage of preparation.

TS

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Identification markings a, b, and c above thus will appear as a group in the lower right corner of every page of each copy. A typical grouping would appear as:

TS
CIA Control No. 023456
Final-A
Copy No. 5 of 6

107. Page Numbering. Enter "Page No. ____ of ____" at the bottom of each page, centered about $\frac{1}{2}$ " to $\frac{3}{4}$ " from the lower edge, allowing sufficient room below for the Defense Classification (and control statement, if used).

108. Enclosures

a. Listing Enclosures

- (1) Enclosures which are unclassified or classified through Secret are listed as shown in Paragraph 21.
- (2) Top Secret enclosures are listed in the following manner:

Enclosures:

1. CIA TS Control No. 123456, 1st Revision,
Copy No. 2
2. CIA TS Control No. 09874, Final-A,
Copy No. 6

b. Identifying Enclosures - Each enclosure to a Top Secret document will be identified on each page in the lower right corner as follows:

"Enclosure No. ____ to CIA TS Control No. ____"

Every page of each enclosure will be paginated as "Page No. ____ of ____" at the bottom in the center about $\frac{1}{2}$ " to $\frac{3}{4}$ " from the lower edge.

If the enclosure is a Top Secret document, enter "Enclosure No. ____ to CIA TS Control No. ____" above the TS control identification markings already appearing in the lower right corner of each page.

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109. Distribution. The distribution of the original and copies of Top Secret correspondence is shown on all copies retained in the Agency. To indicate this distribution, type the word "Distribution" flush with the left margin, two lines below the last line of the memorandum or letter (i.e., either the signature, title, or enclosures listing). Immediately below the word "Distribution" list the recipients of the original and each copy of the correspondence. For example:

Distribution:

Copy No. 1 and 2 - Addressee
3 - C/YY
4 - C/ZZ
5 - C/XX
6 - RI

110. Top Secret Control. After Top Secret correspondence has been prepared, all controls for Top Secret material must be initiated. Consult your Area Top Secret Control Officer for the proper procedure to be followed.

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Chapter V

CORRESPONDENCE PREPARED FOR THE SIGNATURE OF THE
DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Correspondence prepared for the signature of the Director or Deputy Director of Central Intelligence generally conforms to the format standards set forth in preceding chapters except as hereinafter described.

111. Stationery and Number of Copies

- a. Letters or memorandums (see Exhibit 1 to determine which is appropriate) addressed to the President, Executive Office of the President, Members of Congress, or officials of other Government agencies:

Original (DCI or DDCI letterhead bond).
Courtesy Copy (tissue letterhead).
Copy for "Through" addressees, if any (tissue letterhead).
Executive Registry Copy (plain white or yellow tissue)
depending upon whether the yellow Official File Copy is to be retained at another level.
Signer's copy (plain white tissue).
Copy for return to originator (plain white tissue).
Information and other copies as may be desired by originator.

- b. Letters addressed to private individuals and organizations other than listed in paragraph a. above:

Same as above except that no courtesy copy is prepared.

- c. Memorandums forwarded to DCI or DDCI for approval thereon:

Original, which normally is returned to the originator upon approval or disapproval (plain bond).
Official File Copy for Executive Registry (plain yellow tissue),
Copy for approving official (plain white tissue).
Information and other copies as may be desired by originator.

NOTE: Signatures of the originator and concurring officials should be shown on the original memorandum, and the identification of these officials included on all file copies.

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112. "In Reply Refer To." Although the use of this line is optional for correspondence signed by other officials of CIA, it is never used in correspondence for the signature of the Director or the Deputy Director of Central Intelligence.

113. Date. The date is always omitted at the time of typing.

114. Complimentary Close. The complimentary close is "Sincerely" except for correspondence addressed to the President or Vice President. "Respectfully yours" is then used.

115. Disposition of Basic Correspondence. If the correspondence for the signature of the DCI or DDCI is in the nature of a reply, indicate under "Distribution" the disposition of the basic correspondence. For example:

Distribution:

- Orig. and 1 - Addressee
- 1 - C/AAA w/cy of basic
- 2 - C/BBB
- 1 - Exec. Reg. w/basic
- 1 - DCI

116. Originator's and Concurring Officials' Signatures on DCI or DDCI Copy. In order that the Director or the Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for their signature, one of the two copies forwarded for retention in their files will bear the signature and title of the originator and each concurring official. The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY," and "CONCURRENCES" respectively. The second copy for retention in the files of the DCI or DDCI and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.

117. Brief for the Director or Deputy Director of Central Intelligence. Correspondence for the signature of the DCI or DDCI shall be accompanied by a brief of one or two paragraphs. Briefs are prepared on plain bond and tissue stock. Copies should be kept to a minimum. A brief should not be dated at the time of typing unless there is assurance that it will be signed on the same day it is prepared. Exhibit 7 illustrates the format of a correspondence brief.

118. Assembling and Forwarding. All correspondence will be complete with proper routing slips, envelopes, addresses, room numbers, receipts,

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and if necessary, postage slips. The assembly is forwarded with all copies and basic material to the Executive Registry, Administration Building.

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May 1955

13 SPACES

Memo for:

BRIEF FOR: Director of Central Intelligence

SUBJECT: Interagency Correspondence Standards

4 SPACES

1. This Agency is contributing suggestions for the development of interagency correspondence standards in cooperation with the General Services Administration.

2. The attached correspondence for your signature conveys our ideas on the subject to those agencies which have expressed an interest in the standardization program.

5 SPACES

JOHN J. JACKSON
Director of Training

* Distribution:
Orig. - Addressee
1 - CTB/TR

* TYPED ON FILE COPIES ONLY.

9 SPACES

14 June 1954

4 SPACES

INSERT DATE AT THE
TIME BRIEF IS SIGNED.

EXHIBIT 7

CORRESPONDENCE BRIEF

TRANSMITTAL memo